**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18-5-2020** | **Name:** | **HEMALATHA SANIL** |
| **Course:** | **TCSion** | **USN:** | **4AL17EC035** |
| **Topic:** | **1.Communicate to impress**  **2.Deliver presentation with impact**  **3. Develop soft skills for the workplace.** | **Semester & Section:** | **6 SEM & ‘A’ SECTION** |
| **Github Repository:** | **Hemalatha-Sanil** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  1.Communication to impress:  • Intonation  • Action  • Body language  • Facial expressions  • Non-verbal communication devices   * Explain the importance of communication. * Describe the process of communication. * Discuss the barriers of communication. * Distinguish between verbal and nonverbal communication. * Use communication effectively.   Barriers to communication:  1.Physical:  • Seperation (eg:by walls)  • Distance (eg:different city)  • Noise (eg:music etc)  • Time  2.Cultural:  • Greeting  • Stereotyping  • Behaviour  • Gestures  3.Gender: Male and Female (women are empathetic)  4.Psychological:  • Retention capability  • Inattentiveness  • Status  • Closed Mind  • Source of communication  • Emotional  • Attitude and opinion  5.Language barrier:  • Semantic  • Jargon  • Accent  6.Perceptual:  Arises when we perceive the information given to us from our point of view.  Type of Communication:  1.Verbal  2.Non-verbal  Non-verbal communication:  Paralanguage, Gestures, Posture, Eye contact, Appearance.  Verbal communication: Face to face communication, Written, Telephonic.  Both verbal and non-verbal together gives effective communication.  2.Deliver Presentation with Impact:   * Objectives * Design effective PPTs * Make an effective presentation * Follow the Do’s and Don’ts in presentation skills. * The 5 W’s: What, Who, Why, Where, When. * Make an effective presentation * Preparation before the presentation * Make notes * Rehearse the presentation * Gather all the materials * Feedback * Plan-based on audience, purpose, time frame and content * Prepare-presentation and proof read * Practice-do a dry run, check time * Present   3.Develop soft skills for the workplace:   * Soft skills * Communication skills * Time management skills * Negotiation skills * Critical thinking * Self confidence * Business etiquette * Goal setting * Team work. | | | |
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| **Date:** | **18-05-2020** | **Name:** | **HEMALATHA SANIL** |
| **Course:** | **PHYTHON** | **USN:** | **4AL17EC035** |
| **Topic:** | **Section 1 to Section 4** | **Semester & Section:** | **6 SEM & ‘A’ SECTION** |
| **Github Repository:** | **Hemalatha-Sanil** |  |  |

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| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  Python and IDE tool is used. IDE is Integrated development environment (text editor).  Program in terminal:  >>>import datetime  >>>datetime.datetime.now()  Output:datetime.datetime 2020 5 18 6 18 52 256  But this is not saved when we clear the terminal.  So, when we want to save the program, we have to first select file->add folder to workspace then select any folder.  File->new file(give name)  Let the name given to file is basics.  This python3 basics.py is not accessible by python interactive shell.  Import datetime  Print(datetime.datetime.now())  In terminal window:  >>>python3 baiscs.py  2020.5.18 6:18:52:256  Variable:  Eg:  mynum=10  mytext= “hello”  print(mynum,mytext)  Here, mynum and mytext is variables  Output: 10 “hello”  Another example:  x=10  y= “10”  z=10.1  sum1=x+x  sum2=y+y // concatenation of string  sum3=z+z  printf(sum1,sum2,sum3)  print(type(x),type(y),type(z)) //to get data type of x,y,z  Compound data type:  Eg for calculating mean  student\_grade=[9.1,8.8,7.5]  mysum=sum(student\_grade)  length=len(student\_grade)  mean = mysum/length  print(mean)  dir() function returns all the properties and methods of the specified objects, without values.  Monday\_temp= [9.1, 8.1,7.5,6.6,9.9]  Every item in the list has 2 index number.  Indexing  -5 -4 -3 -2 -1  Monday\_temp= [9.1, 8.1,7.5,6.6,9.9]  0 1 2 3 4  In terminal window:  >>>Monday\_temp[1]  8.8  >>>Monday\_temp[1:5] or Monday\_temp[1:]  [8.1,7.5,6.6,9.9]  >>> Monday\_temp[0:2] or Monday\_temp[:2]  [9.1, 8.1,7.5]  Monday\_temp =[‘hello’,1,2,3]  >>>Monday\_temp[0]  ‘hello’  >>>Monday\_temp[0][2]  ‘l’  Student\_grade={“marry”:9., “sim”:8.8 , “john”:7.5}  >>>student\_grade[“sim”]  8.8  Creating own function:  Def mean(mylist):  the\_mean=sum(mylist)/len(mylist)  return the\_mean  print(mean([1,4,6]))  Thus, our function is created for finding an average.  SECTION 1: **Introduction**  SECTION 2 : **The Basics : Small Program**   * Summery * Python 3 and the visual studio code IDE is used in the vedios, but you can use any IDE. * The python interactive shell (shown with >>>) is a quick way to execute python code to see how it works. * Python programs are written in .py files.   SECTION 3: **The Basics : Data Types**   * Summery * Integers are for representing whole numbers. * Strings represent any text * Lists represent arrays of values that change during the course of the program * Dictionaries represent pairs of keys and values * Documentation for a python command can be found.   SECTION 4 : **The Basics : Operations with Data Types**   * Summery * Lists, strings and tuples have positive index system. * And a negative index system * In a list 2nd, 3rd and 4th items can be accused. * A single in a dictionary can be accused using its key. | | | |
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